



**Invitation for Sealed Tac 580 Addendum #1 dated 5-14  
-01  
Description: Asset Inventory Management Software  
City of Tulsa**

City of Tulsa

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<b>Mail Sealed Bid TO:</b> City of Tulsa 200 Civic Center, Room 109 Tulsa, Oklahoma 74103		<b>Sealed Bid Due By:</b> <b>5:00 PM Wednesday May 16, 2001; Bid and Cost response to be in separate containers</b>	<b>Bid Opening:</b> 8:30 AM the next day City Council Room
<b>Envelope/Box Labeling:</b> Proposal Number and opening date must appear on the lower left corner of all envelopes and box tops.		Bid Bond Required: ___Yes <input checked="" type="checkbox"/> No	Performance Bond: ___Yes <input checked="" type="checkbox"/> No
Response to this request must be submitted on this form with requested and supporting documents attached to the back of packet.		8 Copies Required	
<b>Published:</b>	Tulsa Daily Commerce and Legal News(announcement only) April 18, 19, 20, 23, 24, 2001		
	Purchase Net Fax-on-Demand: 918-596-1171		
	Purchase Net Website: <a href="http://www.cityoftulsapurchasing.org">www.cityoftulsapurchasing.org</a>		
<b>City Contacts:</b>	<b>Project Buyer:</b> Bill Youngblood, CPM <a href="mailto:byoungblood@ci.tulsa.ok.us">byoungblood@ci.tulsa.ok.us</a> Fax: 918-699-3153; Ph: 918-596-7551	<b>Project Manager:</b> Leah Hurst <a href="mailto:leahh@ci.tulsa.ok.us">leahh@ci.tulsa.ok.us</a> Fax: 918-699-3346 Ph: 918-596-7811	
<b>Questions:</b>	E-mail questions to <a href="mailto:byoungblood@ci.tulsa.ok.us">byoungblood@ci.tulsa.ok.us</a>		
<b>Acknowledgement of Intent:</b>	E-mail <a href="mailto:byoungblood@ci.tulsa.ok.us">byoungblood@ci.tulsa.ok.us</a> of your intent to bid		
<b>Addendum:</b>	All addenda will be communicated to all known respondents in writing. Any verbal communications by any City personnel or their agent shall not be a part of these bid specifications.		
<b>NIGP Codes:</b>	208-55		

**RETURN THIS ENTIRE RFB PACKET WITH ANY SUPPORTING DOCUMENTS ATTACHED TO THE BACK**

I have read and understand these Bid Specifications and agree to adhere to all terms and conditions contained herein. I have included all costs in my bid to implement the solution requested in these bid specifications. Exceptions must be described in detail and attached to this bid packet. Note: Taking an exception to a "must item" may cause your bid to be rejected. ( DO NOT PRINT SIGNATURE)

Firm name: \_\_\_\_\_ Date: \_\_\_\_\_

Street: \_\_\_\_\_ County: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
( Authorized agent for the firm shown)

**\*\*\*\* Entire packet must be notarized by Notarizing this page\*\*\*\***

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

Signature of Notary Public \_\_\_\_\_ MY COMMISSION EXPIRES: \_\_\_\_\_



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**Addendum #1**

**Page 1 Cover Sheet:**

Change:

<b>Questions:</b>	<b>Utilize only the discussion group on website</b>
<b>Acknowledgement of Intent:</b>	<b>Advise us of your intent to bid on our website in the intent to bid section</b>

To read:

<b>Questions:</b>	<b>E-mail questions to <a href="mailto:byoungblood@ci.tulsa.ok.us">byoungblood@ci.tulsa.ok.us</a></b>
<b>Acknowledgement of Intent:</b>	<b>E-mail <a href="mailto:byoungblood@ci.tulsa.ok.us">byoungblood@ci.tulsa.ok.us</a> of your intent to bid</b>

**Page 9 Table of Contents:**

See changes

**Page 13 Detail Bid Summary:**

See cosmetic changes. Also, note :Option #1 includes on-site administrators training (section 5A) in the total solution cost including all expenses, ie. Travel, food, lodging



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Option #2 includes off-site administrators training (section 5A) in the total solution cost. Expenses such as travel, food, and lodging to be supplied by the City

**Page 20 Additional Terms and Conditions:**

**Ref Points will be awarded:**

The math in the example was corrected. Note: Some additional explanation was added to better explain the evaluation and award process.

**Bid Opening: Added**

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<b>Additional Terms and Conditions</b>	<b>14</b>
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**INTEREST AFFIDAVIT**

**State and County (Same as shown by the authorized agent on the front of this packet)**

**I, the authorized agent shown on the front of this packet**, of lawful age, being first duly sworn, states that s (he) is the agent authorized by the bidder to submit the attached bid. Affiant further states that no officer or employee of the City of Tulsa either directly or indirectly, owns a twenty-five percent (25%) interest in the bidder's business or such a percentage, which constitutes a controlling interest. Affiant further states that the following officers and/or employees of the City of Tulsa have some direct or indirect interest in the bidder's business:

-----  
 -----  
 -----

**BIDDER AFFIDAVIT - TITLE 74 O.S. (1974 SUPP.) 85.22-85.25**

**State and County (Same as shown by the authorized agent on the front of this packet)**

**I, the authorized agent shown on the front of this packet**, of lawful age, being first duly sworn on oath says



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1. (s) he is the duly authorized agent of the firm presenting this response, the bidder submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and municipal officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to the bid to which this statement is attached.
  
2. (s) he is fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and has been personally and directly involved in the proceedings leading to the submission of such bid; and
  
3. neither the bidder nor anyone subject to the bidder's direction or control has been a party;
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any municipal official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  
  - c. in any discussions between bidders and any municipal official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

## Contractor/Bidder Information Sheet

**To be completed by all respondents to  
Invitations for Sealed Bids or Proposals  
(Print or type)**

<b>Project No:</b>		
<b>Description:</b>		
<b>Taxpayer Identification No:</b>		
<b>Legal Identity:</b> <small>Corporation, Partnership, Individual, etc.</small>		
<b>Full Name of Bidder:</b>		
<b>Street :</b>		
<b>City/State/Zip:</b>		
<b>Project Manager</b>		<b>Legal Contact</b>
Name:		Name:
Street:		Street:
City/State/Zip:		City/State/Zip:



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E-Mail:	E-Mail:
Phone:	Phone:
Fax:	Fax:
<b>Alternate Contact:</b>	<b>Alternate Contact:</b>
Name:	Name:
E-Mail:	E-Mail:
Phone:	Phone:
Fax:	Fax:
<b>Website Address:</b>	
<p>Would you like to receive information to register as a potential supplier to the City of Tulsa for other projects?</p> <p align="center"> <b>Yes</b> <input type="checkbox"/>                                          <b>No</b> <input type="checkbox"/> </p> <p align="center"><i>If yes, Fax copy to: Phyllis Brown 918-699-3225</i></p>	

**You Must List any Exceptions taken to these specifications**

If the bidder wishes to take exception to any part of these specifications (technical specifications and all terms and conditions), he does so with the full knowledge and understanding that his bid may be rejected. If exceptions are not listed in this section, the bidder may forfeit their bid bond if exceptions come to light later.

**I (circle one) have or have not taken any exceptions to these specifications. If exceptions have been taken, you must explain below:**



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DETAIL Bid Summary

	Description	Qty(1)	Unit Cost	Extended Cost	
	<b>Software</b>				
1A	Software-Inventory				
1B	Software-LAN/User License Version				
1C	Software-User Defined Fields				
1D	Software-Accounting/Financial				
1E	Software-Imaging				
1F	Software-Work Order				
1G	Software-Import/Export				



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1H	Software-Multiple Database				
1I	Software- Modification costs to meet specifications (detail):				
	<b>Interface Programming</b>				
2	Interface programming with the GEAC E Series Fixed Asset software, if any (detail):				
	<b>Misc.</b>				
3A	Cost to make PDT 3100 35 key (4 & 8 line) Scanners Functional:				
4	All other costs to implement the solution to these specifications (Detail):				
	<b>Training (including all expenses)</b>				
5A	On-site Administrator training class including expenses (ie. Travel, food, and lodging) for up to five(5) personnel <b>(option 1):</b>				
5B	Administrator training at your offices <b>(option 2):</b>				
	Note: The City reserves the right to select the option that best satisfies their needs.				
	<b>Support</b>				
6A	1 <sup>st</sup> year software support	1			
6B	2 <sup>nd</sup> year software support	1			
6C	3 <sup>rd</sup> year software support	1			
6D	4 <sup>th</sup> year software support	1			
6E	5 <sup>th</sup> year software support	1			



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<p><b>Total Cost to supply all products and services necessary to completely respond to the specifications and Terms and Conditions in this packet.</b>  <b>All prices must be F.O.B. Tulsa,Ok (Freight Prepaid)</b>  <b>( All costs must be included or you will be disqualified )</b></p>	<p><b>Option 1:</b></p>	<p align="center">\$ _____  <b>(Total Solution Cost)</b>  <u>( NOT-TO-EXCEED )</u></p>
<p><b>Total Cost to supply all products and services necessary to completely respond to the specifications and Terms and Conditions in this packet.</b>  <b>All prices must be F.O.B. Tulsa,Ok (Freight Prepaid)</b>  <b>( All costs must be included or you will be disqualified )</b></p>	<p><b>Option 2:</b></p>	<p align="center">\$ _____  <b>(Total Solution Cost)</b>  <u>( NOT-TO-EXCEED )</u></p>
<p>Comments:</p>		
<b>Payment Terms:</b>		
<b>Delivery:</b>		
<b>Options:</b>		
1		
2		
3		

Notes: 1. Enter the quantity required to meet all specification requirements.

## **GENERAL TERMS AND CONDITIONS**

1. **BIDS MUST BE SUBMITTED ON THIS FORM ONLY INCLUDING A SIGNATURE OF AN AUTHORIZED AGENT.** Each bid shall be placed in a separate envelope. Be sure envelope is completely and properly identified and sealed, showing the bid number and date in the lower left hand corner. Bids must be time stamped in the office of the City Clerk by 5:00 P.M. on the day before date of opening.
2. No bidder may withdraw his bid for a period of ninety (90) days after the date and hour set for the opening of bids.
3. The bidder shall attach the manufacturer's name of the equipment or material to be furnished, type, model numbers, manufacturer's descriptive bulletins and specifications. All guarantees and warranties should be clearly stated. This data shall be in sufficient detail to describe accurately the equipment or material to be furnished. Manufacturer's specifications, in respect to the successful bidder, shall be considered as part of his contract with the City of Tulsa.
4. The bidder shall show in the bid both the unit prices and total amount, where required, of each item listed. In the event of error or discrepancy in the mathematics, the unit prices shall prevail.
5. Any exceptions or deviations from written specifications shall be shown on the exception page. Note that an exception to a must may eliminate you from consideration.
6. Each bidder agrees to comply with the terms of Title 5, Chapter 1, of Tulsa, Oklahoma revised ordinances relating to equal employment opportunity.
7. The City of Tulsa reserves the right to reject any and all bids, to waive any technicalities in the bidding, and to award each item to different bidders or all items to a single bidder.



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8. Intentionally left blank.
9. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of invoice, the date of receipt of all material (unless the City provides for progress payments in this packet) covered by the purchase order, or the date of receipt by the City of Tulsa of the original copy of the purchase order with properly executed Affidavit of Claimant, whichever is the later date.
10. Direct purchase of certain items of equipment or material by the City of Tulsa are exempt from Federal Excise Tax and Oklahoma Sales Tax. In such cases the bidder shall quote prices, which do not include Federal Excise Tax and Oklahoma Sales Tax. The City of Tulsa will furnish executed exemption certificates upon presentation by the bidder at the time of purchase.
11. Bid must show number of days required for delivery under normal conditions. Failure to state delivery time obligates bidder to complete delivery in fourteen (14) calendar days. Unrealistically short or long delivery promises may cause bid to be disregarded. Contractor must keep Purchasing Department advised at all times of status of order. Default in promised delivery or failure to meet specifications authorizes the Purchasing Agent to purchase supplies elsewhere and charge full increase of cost and handling to defaulting contractor. Consistent failure to meet delivery promises without valid reason may cause removal from bid list.
12. Bidder agrees to defend and save City of Tulsa from and against all demands, claims, suits, costs, expenses, damages and judgments based upon infringement of any patent relating to goods specified in this order or the ordinary use or operation of such goods by City or use or operation of such goods in accordance with bidders direction.
13. If the bid requires a written contract to be entered into by the successful bidder, the successful bidder must attach a copy or copies of the proposed contract in a form that does not conflict with any terms of these specifications. If the bidder submits a sample contract in conflict with these specifications, the bidder must indicate those exceptions on the "Exceptions to Specifications Sheet" with the knowledge and understanding that an exception to these specifications may eliminate you from further consideration.
14. The City Clerk's Office will return Bid Bond's within 10 days of receiving an executed contract from the successful bidder.
15. **Multiple responses:** Bidders may submit more than one bid in response to this RFB. However, each bid must be a separate, complete package, which can be considered independently of any other bids from the same Bidder.
- 16...**Bidder conflict of interest:** City employees will not be permitted to bid on this contract or work for the awarded Contractor(s) on this contract. By submission of a bid, Bidder certifies that no employees of theirs, any affiliate or subcontractor has bribed or lobbied, or attempted to bribe or lobby an officer or employee of the City.

**17. Employment Discrimination by Contractor Prohibited:**

During the performance of this contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification, reasonably necessary to normal operation of the contractor. Or agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non- discrimination clause.
2. The contractor, in all solicitations or advertisements for employment placed by or on behalf of the contractor, will state that such contractor is an Equal Employment Opportunity Employer.
3. Notices, advertisements and solicitations placed in accordance with Federal Law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

The contractor will include the provision of the foregoing paragraphs of this section in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**18. Americans with Disabilities Act:**



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The Contractor shall take the necessary actions to ensure its facilities and employment practices are in compliance with the requirements of the Americans with Disabilities Act. Any costs of such compliance with the requirements will be the responsibility of the contractor.

**19. Laws applicable:**

All agreements required by any applicable federal law or regulation to be incorporated herein are hereby incorporated. Bidder warrants that the good and/or services bid will be produced and sold in compliance with the provisions of any and all Federal, State, and Municipal laws and ordinances.

**20. Litigation of Conflicts:**

Any dispute requiring litigation will only take place in the courts of Oklahoma in the County of Tulsa.

**21. Order of Document Precedence:**

This document will be made a part, either implied or specifically, of any future contract or purchase order. Nothing submitted in the bidder's documents or future contracts or other correspondence will replace any specifications, terms and conditions herein.

Bidder's response, including all promises, warranties, commitments and representations made in the successful bid, shall be binding and incorporated by reference in the City's contract or purchase order with the successful bidder. Therefore, all responses including all statements, claims, declarations, and specifications in the bids shall be considered firm and irrevocable, and all prices considered maximum, for purposes of bid evaluation, future purchase order, or future Contract stipulations unless specifically waived in writing by the City.

If you feel any term and condition herein may be a problem in getting to contract or acceptance of a purchase order with by company, it is your sole obligation to discuss with the buyer contact in writing as stipulated prior to submitting your bid to resolve. The City may issue an addendum at its option to the request. The City has the right to remain silent if desired and let the bid specifications stand as written. The City will have the sole right to accept minor deviations if not to its detriment.

**22. Right of Audit:**

Contractor fully understands that it is a condition of this bid to allow the City to audit for goods, services, materials, and/or supplies provided to the City of Tulsa. Contractor agrees to provide timely access to its books and records on Contractor's premises upon reasonable request by City staff. Contractor further agrees that it shall provide City personnel reasonable access and such clerical assistance as City staff may require for examination and audit of those portions of Contractor's books and records relating to the goods, services, materials and/or supplies furnished to the City during the term of any contract between Contractor and City.

**23. Assignment:**

Successful Bidders(s) shall not sell, sublet, or assign the agreement or any portion thereof to any person or persons, except with the written approval of the City of Tulsa.

**24. City Not Liable for Delays:**

It is further expressly agreed that in no event shall the City be liable for or responsible to the Contractor(s), any subcontractor or to any other person for or on account of any stoppages or delay in the work herein provided for by injunction or other legal or equitable proceedings or on account of any delay for any cause over which the City has no control.

**25. Product Substitutions:**

The parties recognize that technology may change during the term specified in this bid request or the term of any subsequent purchase order or contract. Therefore, the City may at its option accept changes to the specifications for better products with equal to or better capabilities at no additional cost to the City. The Contractor(s) shall give the City thirty (30) days advance notice in writing of any changes to the original Bid specifications. The City reserves the right to accept or decline the



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specification changes and will indicate the decision in writing to the Contractor(s).

**26. Waiver:**

A waiver of any breach of any provision of this Contract shall not constitute or operate as a waiver of any other provision, nor shall any failure to enforce any provision hereof operate as a waiver of the enforcement of such provision or any other provision.

**27. RFP Ambiguity, Omission, Inconsistency, or Error:**

Any Bidder believing that there is any ambiguity, omission, inconsistency or error in the RFP should promptly notify the City in writing of such apparent discrepancy. Failure to notify will constitute a waiver of claim of ambiguity, inconsistency or error.

**28. Market Presence:**

Must be able to show proof of being an authorized distributor of the products described herein. In addition, you must be able to show proof that you are authorized/certified to offer maintenance support for the products described herein. In lieu, of being authorized/certified to perform support, you may offer support from the manufacturer.

**29. Treatment of Information:**

All information received or obtained by bidders in connection with this RFB must be treated as confidential and not used for announcement of your receiving this bid or possible award of bid is not permitted without the written permission of the City contact person herein.

All bid information received from bidders by the City of Tulsa, in connection with this RFB, will be retained by the City and remain as a matter of public record. Any proprietary or confidential information should be identified as such, and the desired treatment of the information specified.

**Bids will be disqualified if information relevant to the evaluation process cannot be retained for possible disclosure in established audit processes.**

**30. Liability:**

The bidder shall assume all liability for damages and shall hold the City free and harmless from all claims of damages to persons and/or property that may arise out of, or by reason of, this contract.

**31. Liens:**

The contractor agrees to indemnify and hold the City harmless from all claims, demands, causes of action or suits of whatever nature arising out of the services, labor, and materials furnished by the contractor or his/her subcontractors under the scope of this bid and from all laborer's, materialmen's and mechanic's liens upon the real property of the City of Tulsa.

**32. Clarity of Bid specifications:**

The City has made every effort to make sure the specifications are clear and unambiguous. It is the responsibility of the bidder to understand and ask any questions necessary in order to submit a bid that is responsive and fair to both parties.

**33. Addenda and Interpretations:**

If a bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in this request for bid (RFB), they shall immediately notify the City contact of such error in writing and request modification or clarification of the document at least one week prior to the bid due date. Modifications will be made by issuing an addendum. Written notice will be given to all parties, who have been furnished with the RFB without divulging the source for the request of the same.



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If a bidder fails to notify the City prior to the date and time fixed for submission of bids of an error or ambiguity in the RFB known to them, or an error or ambiguity that reasonably should have been known to them, they shall not be entitled to compensation or time by reason of the error/ambiguity of its late resolution.

The City may also modify the RFB prior to the date and time submission is due at the City Clerk's Office by issuance of an addendum to all parties who have indicated an interest in responding to this request.

The apparent silence of this specification as to any detail or apparent omission of a detailed description concerning any point shall be regarded as meaning that the best commercial practice is to be used. All interpretations of the specification shall be made from this statement. Proof of compliance will be the responsibility of the contractor.

### **34. Right to Reject:**

The City of Tulsa reserves the right to reject any and all bids, or may accept or reject any line item at the price quoted. In addition, the bidder should recognize the right of the City to reject a bid if the bidder fails to submit the data required in the bid document, or if the bid is in any way incomplete, or irregular, or is not in total compliance with the specifications. Any departure from the specifications shall be stated in the bid with an explanation of the reason for the change.

### **35. Bankruptcy:**

In the event of any proceedings, voluntary or involuntary, in bankruptcy or insolvency, by, or against the Seller (successful bidder) or for the appointment of a receiver or trustee or an assignee for the benefit of creditors, the City shall be entitled to cancel the purchase order or contract at any stage of completion without any liability whatsoever.

If any of the proceedings described above are taking place at time of bid or occur during the evaluation period or prior to the execution of a purchase order or contract, the City at its sole discretion may withdraw any further consideration of bidder without any liability whatsoever.

The bidder must inform the City in writing at the time of bid of current or possible proceeding as described in paragraph one in this section.

### **36. Packing and Shipping:**

No charge shall be made by the bidder for packaging or storage. All goods shall be packaged, marked with:

Bid number and purchase order number (if applicable)

Packaging will be in accordance with good commercial practice. An itemized packing list shall accompany each shipment.

### **37. F.O.B. Title and Risk of Loss:**

The F.O.B. point will be the delivery point listed on the purchase order or contract. The seller will be responsible for all shipping costs including all applicable transportation and insurance costs. Seller shall bear all risk of loss or damage to the goods, and the title shall not shift to the City, until delivery of the Goods to the Buyer's location. The seller will be responsible for all activities associated with the replacement of any damaged goods including damage discovered at time of unpacking or testing.

### **38. Invoicing:**

All invoices must be in accordance with the terms and conditions specified herein.

All original invoices are to be sent to:

City of Tulsa



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Accounts Payable Division Room 902  
200 Civic Center  
Tulsa, Oklahoma 74133

Copies of all invoices to the Department contact specified herein or specified later.

**39. Cash Discounts:**

The City will consider the total price of the solution to these bid specifications as the bid price less any cash discount, which will be taken. The invoice date must not be prior to the date of system acceptance.

40. Payment will be made by either check or purchasing card. Every effort will be made to pay within 30 days of work (system) acceptance as defined herein.

41. All equipment and other deliverable products must be new and not at the end of their life cycle.

42. The City retains the right to consider pricing available through State of Oklahoma and recognized cooperative agreements.

**43. Delivery:**

The City will accept inside deliveries of products for the Contractor, the City will assume no responsibility for the shipment prior to its arrival or after its arrival unless specifically defined herein.

**44. Delivery Constraints:**

**It will be the responsibility of the successful bidder to work with the City to assure there are no unforeseen problems to the successful delivery, installation, and system acceptance of the products and services described herein. This would include the bidder requesting to inspect any areas involving these specifications.**



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## **Additional Terms and Conditions**

### **Definitions:**

This paragraph contains definitions that are used throughout this procurement document, including appropriate abbreviations.

**“Bidder”** Is a supplier that submits a bid for consideration by the City in accordance with this RFB.

**“Change Order”** Request for additional work within the general scope of these specifications not requested within bid request. **See additional information in body of bid specifications.**

**“City”** means City of Tulsa.

**“Contractor”** A Bidder that has been selected by the City to provide specific design, supply and/or installation services. Same as successful bidder.

**“Cost”** The price or cost to the city will be the lower of the price quoted in the bid, current published price, or published sale price. The word cost and price are equal in meaning.

**“Department”** means the department shown on the cover sheet.

**“Desirable”** The terms "can", "may", "should", "preferably", or "prefers" identifies a desirable or discretionary item or factor.

**“Mandatory”** The terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. Failure to meet a mandatory item or factor may result in the rejection of the bidder's bid.

**“Price”** See Cost definition above.

**“Record”** The complete data associated with one asset.

**“Seller”** Same as successful bidder

**“Successful Bidder”** The bidder who receives the award and enters into a contract or accepts a purchase order for the goods and services specified herein.

**“System Acceptance”** The definition of process used to determine that the products and services delivered meet specifications.

### **Award of Bid:**

The bid will be awarded to the firm(s), whose bid is responsive to the bid and is most advantageous to the city, considering the factors identified in the bid and the Purchasing Ordinance set forth below:

#### **Award of Contract, City of Tulsa Ordinance, Title 6, TRO Chapter 4, Section 406E:**

1. Authority of the Mayor. The Mayor shall have the authority to award contracts within the purview of this chapter.
2. Lowest Secure Bidder (Proposer). Contracts shall be awarded to the lowest secure Bidder (Proposer) meeting specifications. Bid specifications may include a point system for evaluating the lowest secure bid (bid). In determining the “lowest secure bidder (proposer),” in addition to price, the following factors shall be considered:
  - a) the ability, capacity and skill of the bidder (proposer) to perform the contract or provide the service required;



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- b) whether the bidder (proposer) can perform the contract or provide the service promptly or within the time specified, without delay or interference;
- c) the character, integrity, reputation, judgment, experience and efficiency of the bidder (proposer);
- d) the quality of performance of previous contracts or services;
- e) the previous and existing compliance by the bidder (proposer) with laws and ordinances relating to the contract or service;
- f) the sufficiency of the financial resources and ability of the bidder (proposer) to perform the contract or provide the service;
- g) the quality, availability and adaptability of the supplies or contractual services to the particular use required;
- h) the ability of the bidder (proposer) to provide future maintenance and service for the use of the subject of the contract;
- i) where an earlier delivery date would be of great benefit to the requisitioning agency, the date and terms of delivery may be considered in the bid award;
- j) the number and scope of conditions attached to the bid; and
- k) if a point system has been utilized in the bid specifications, the number of points earned by the bidder (proposer).

**Points will be awarded:**

Pricing must include all travel, food, and lodging where applicable.

**The city will evaluate bidders offerings using a point system with 70% of the points (672 points) assigned to total cost of solution and 30% of the points (288 points) assigned in response to the bid specifications (non-price points) for a total of 697 possible points.**

- **Total solution Cost points (total 960) will be calculated as follows:**

**The bidder with the lowest price will be awarded 672 points. Bidders with prices above the lowest price will have points deducted on a pro rata basis. See example in the table below:**

**Example:**

Vendor	Total Solution Cost*	Multiplier	Cost Points
A	\$10,000	1.000	672
B	\$12,000	.800	538
C	\$14,000	.600	403
D	\$16,000	.400	269

\*arbitrary cost for illustration

- **Non-price points (total pf 288) based on your responses to those questions in the technical section will be awarded at the sole discretion of the evaluation committee based on the specifications and your response. In put from references and demonstrations after bid opening will affect the number of points awarded during the evaluation process. Each question will be awarded points with the most points being awarded to the best answer.**

The award will be made to the bidder who meets or exceeds specifications and whose cost per point is the lowest based on the following formula:

$$\frac{\text{TOTAL COST OF SOLUTION}}{\text{TOTAL POINTS AWARDED}} = \text{Cost per Point}$$

**PRICE ADJUSTMENT OPTION:**

No price adjustment will be allowed for the solution to these bid specifications with the following exception:



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The price paid for any commodity or service bid shall not increase during the term of the contract if you are the successful bidder. However, if the bidder anticipates that it will not be able to maintain firm prices for any renewal period, a change in price may be allowed in the renewal of this contract if the following criteria are met:

The bidder includes a formula, to be used to calculate a change in price at the time of renewal, **in the bid for the initial contract.** Such formula shall be reasonable, objective, and capable of measurement.

The contractor notifies the City, in writing, no later than 30 days prior to expiration of the initial contract period, or any renewal period, of its intent to exercise the right to escalate or de-escalate prices under the contract. The notice shall include a calculation of the price increase or decrease including the formula used.

**If a purchase order is used, the above price adjustment option will apply for the term specified in the bid specifications.**

**Change Orders:**

**No change orders will be issued for work defined in bid specifications.**

**No change orders will be issued prior to contract signing or purchase order issuance whichever is applicable. Exceptions: The purchase of options specified will be allowed within City purchasing guidelines.**

**No claims for extra work will be allowed unless it had been previously ordered by the City in a written change order. That change order will include at a minimum:**

1. What is to be done in complete detail.
2. Complete description of the work to be done by the contractor including services and goods including complete documentation in mutually agreed costs.
3. Signature of Vendor representative.
4. Signature of the MAYOR of the City in the case of a contract. Or, the signature of the Purchasing Agent in the case of a purchase order. The Mayor's approval may be required prior to the issuance of the purchase order in some cases in accordance with purchasing guidelines.

**Insurance Requirements:**

**Applicable only if supplier quotes in-house training:**

<b>Personal Injury, Each Person</b>	<b>\$ 175,000.00</b>
<b>Property Damage, Each Person</b>	<b>\$ 25,000.00</b>
<b>Personal Injury and Property Damage Aggregate, Each Occurrence</b>	<b>\$ 1,000,000.00</b>
Based on Stat's Governmental Tort Claims Act (effective around 4-30-2000)	

**Year 2000 Compliance:**

Century Compliance: The vendor must certify that all hardware and/or software provided through this bid is "Century Compliant". The criteria for compliance are shown below. Failure to satisfy these criteria will make your bid non-responsive. In the event a contract is



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put into effect based on that assurance and its determined not to be compliant, the entire contract may be revoked and the vendor will reimburse the City for any expenses incurred in this acquisition including any installation and implementation costs of hardware and/or software.

**Hardware:**

The date maintained within the hardware must accurately represent the year and century, and accommodate special events such as Century Rollover and Leap Year.

**Software:**

Century compliance requires that software satisfy four date-related criteria. Software meeting all four can be considered "century compliant". Each criteria serves as a high-level requirement for software. The following elaborates on each:

General integrity: As a system date advances normally on a processor, each date Rollover must not lead either the processor or any software executing there to erroneous processing. The best-recognized, high risk, date change is the rollover to 2000.

Date Integrity: This criterion primarily covers the correctness of manipulations of date data. These manipulations need to be reliable only over the range of dates that an application is expected to handle. For example, sales-order processing may handle dates from 5 years in the past to one year in the future. In contrast, an employee database may store dates of birth from early in the 20<sup>th</sup> century to planned retirement dates well into the 21<sup>st</sup> century.

Explicit Century: This criteria essentially requires the capability to store explicit values for century. For example, third-party products that can use a 4-digit year in all date elements stored and passed across each interface (including the user interface) would satisfy these criteria. Whether this capability should be used to eliminate century ambiguity is part of the last criteria.

Implicit Century: This last criterion requires that, if the century is not explicitly provided, its value can be correctly inferred with 100% accuracy from the value of date provided. For example, the range of values for an "invoice date" would very rarely span more than 10 years. Because the century can always be guessed correctly for an invoice date with a 2-digit year, this date data element would satisfy this criterion. Note that this criterion permits cost-risk trade-off that minimizes changes to the existing date formats.

**Purchase method:**

Contract

**Renewal Options:**

Four(4) one(1) year renewals by mutual consent.

**Delivery Time Frame:**

Timeliness is of the essence in complying with this bid specification. Failure to deliver the goods and/or services specified herein and your bid response within the timeframe specified within the bid specifications or within your bid response whichever is sooner shall entitle the City, in addition to any other rights or remedies, to cancel the purchase order or contract and purchase the goods elsewhere, holding the Seller accountable. Payment or acceptance of any goods or services after the delivery date shall not constitute a waiver of the City's right to cancel the order with respect to future deliveries.

If these bid specifications include a specific set of milestones, the above definition of timeliness will apply to each milestone. If milestones are not specified in the bid specifications, the milestones specified for our consideration by you will define timeliness.

**Bid bond:**



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If a bid bond is required, it must be enclosed with the bid in the form of a bidder's bond, cash, certified or cashier's check in the amount of **NA**. See the cover sheet to determine whether a bid bond is required. This amount shall be retained by the City of Tulsa as liquidated damages in the event the successful bidder (or bidders) fails to execute a contract, if required. The bidder agrees that said amount is presumed to be the damages sustained by the City due to the impracticability and extreme difficulty in fixing the actual damages. The office of the City Clerk will return the bid deposits to the unsuccessful bidders, after a contract has been awarded or all bids have been rejected.

**Performance Bond:**

Within ten (10) days following the award notification of the contract, the successful bidder will be required to execute and furnish a performance surety bond, or an irrevocable letter of credit in the amount of **NA**. This will be used to guarantee the proper and prompt completion of the work and materials supplied in accordance with these specifications and subsequent contract.

**Pre-Bid Conference:**

**NONE Required**

**Warranty:**

See technical specifications section for warranty information for details.

**Support/Maintenance requirements:**

See technical specifications section for support/maintenance for details.

**Installation:**

The City will install.

**Definition of Work (System) acceptance (required prior to any payments being made):**

See Technical specifications section for system acceptance details.

**Bid opening:**

The technical response will be opened on the date shown on the 1<sup>st</sup> page and evaluated by the selection committee as a group to award technical points. After awarding technical points, the cost will be opened to award cost points. Before or after the cost opening, the technical point total can be increased or decreased by the selection committee if information received from references or a demonstration dictate a change.



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## **Technical Specifications**

### **Asset Inventory Management Software**

**Background:**

The current system is failing. No technical support exists with the vendor; the software has been phased out of their company.

**Goal:**

The new system will be Windows driven and meet the needs of the users.

The new system will utilize the cities shared, general purpose WAN.

The new system will provide productivity, manageability, and cost savings through the availability of flexible reporting methods, ease of data entry and retrieval, combination of multiple databases, accurate data maintenance, and user-friendly access.

**Purpose of RFB:**

The purpose of this project is to acquire and implement an Inventory/Financial software package, suitable for multiple City departments, for the maintenance of Fixed Assets. The project will be a collaborative effort between Finance and Public Works, for use Citywide. The proposed system will provide online update access and Intranet/Internet access to current and surplus assets and will combine the financial information with inventory information.

**Division of Administrative Responsibility:**

The administration of fixed assets is not performed from a central area, or on a central system. The administrative function must be segregated into multiple areas (Airport, Public Works, and Finance [for the remainder of the City departments]). Each area is responsible for the entry and maintenance of their assets and the combined areas assets make one system.

**Client Access:**

Update access must be available to the divisions listed above. Inquiry access must be available to any other user on the City network. Inquiry access will be accomplished via the Intranet, reducing the security needs at the server level but allowing all employees access to their sections inventory as well as surplussed information. Access must be available for unlimited users, with purchase of LAN module (unlimited licenses).

**System Acceptance:**

Payment shall be made by the City upon system acceptance. Acceptance shall be contingent upon each piece or component's ability to perform its function, should the successful bidders product be divided in separate modules or packages. Incremental payments shall be made by the City following each successful integration of separate modules, if applicable.

If the software is broken into separate components, three (3) equal and separate payments shall be made by the City for the



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inventory portion, in the following format. The 1<sup>st</sup> payment shall be made with the successful upload of the cities current data into the successful package. Successful upload shall consist of complete transfer of data records into the accurate fields within the successful package. The 2<sup>nd</sup> payment shall be made following the successful transfer of all selected records to be scanned by way of inventory and the completed inventory back to the successful package. The 3<sup>rd</sup> payment shall be made following the successful upload of completely scanned and transferred information, from the field, to the successful package and then to the current mainframe E Series Fixed Asset GEAC module. Every effort will be made by the city to complete testing of each module, where applicable, within thirty (30) days.

**Training:**

The successful bidder will be responsible for training up to five(5) administrators in the complete use and administration of this the solution presented. The City does not have a preference as to where the training takes place. The City will consider the cost impact of the training as reflected on the Bid Summary page, options 1 & 2. Note that all expenses (maximum amount) must be included on the Bid Summary page.

**Warranty:**

Vendor guarantees that it is the sole owner of the software furnished or to be furnished, or that it holds contractual marketing rights to said software, and has the full power and authority to grant the rights of use without the consent of any other party.

Vendor guarantees that, beginning with the complete delivery of the software, the software will perform according to any vendor-published specifications and these bid specifications for a period of one year. During this period, if the vendor is unable to correct any deviation from either published or bid specifications within 10 days after written notification from the City, the City shall return the specific uncorrectable software, and/or any components, to vendor and the City shall have no further obligation for payment of any money otherwise due under this agreement. Vendor will then promptly return any money paid by the City for that software it is unable to make operate as specified in the vendor-published and bid specifications.

During the warranty period, the vendor will make all fixes, upgrades, new versions or releases of the software available to the City at no charge.

Vendor guarantees that maintenance will be available for the software all fixes, upgrades, new versions or releases for a five (5) year period at the costs specified herein.

Vendor guarantees that it will provide adequate staffing levels to support ongoing support and service, at a minimum of Monday through Friday 8:00am to 5:00pm central standard time.

Vendor guarantees that all services will be performed in a professional and workmanlike manner.

Vendor guarantees and represents that it will use it's best efforts to ensure that any data or programs provided by vendor to the City shall be free, at the time of shipment, of any computer virus. In the event that the software is found to be contaminated by virus, vendor will replace the software so contaminated within one (1) week.

Vendor guarantees that vendor will not embed in the software any device or capability to disrupt or terminate its operation, or take any action to invoke such device or capability.

**Maintenance/Support:**

**The maintenance/support agreement will include at a minimum:**

The vendor will include phone support and bug fixes, as well as a commitment to distribute all fixes, upgrades, new versions or releases when they are generally made available. A bug will be defined as a failure of the software to perform as defined by sales literature and these specifications.

This section contains requirements, questions, etc. that must be addressed. You must use the electronic form of this section to complete your bid response to the questions contained in this section.

**Insert your answer in the table following the question using a font color of RED.**

**Key: 5 – Critical, cannot consider proposal unless included  
4 – Feature very important to us**



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- 3 – Important, should be a standard feature
- 2 – Less important now but may be important in the future
- 1 – Optional, response required

<b>1.0</b>	<b>INVENTORY ADMINISTRATION – This section discusses the handling of inventory administration including, but not limited to: database maintenance, import/export from/to scanners and mainframe, and report writing.</b>	
1.1	Vendor will provide windows based inventory maintenance system. Must be able to track an asset from acquisition through surplus. Describe your product and the media it comes on.	5
1.1a	Package must maintain a minimum of 70,000 records, however our preference is unlimited. Please elaborate, be specific about any conditions, and include field lengths for system fields. Also include how a new asset is entered into the system. The city desires to be able to manually input data.	5
1.2	Package must maintain a complete history of all assets, including but not limited to acquisitions, changes, transfers, retirements, and comments. Please describe your systems ability to do this, and any conditions.	5
1.3	Maintain a complete history of deleted assets. It is the cities desire to be able to track deletions, for audit purposes. Please elaborate.	3
1.4	Must be able to scan selected asset information (such as asset number, location, organization information) through the use of Symbol PDT 3100 35 key 4-line and 8-line scanners from the field. It is the cities desire, but not mandatory, to load asset records into the scanner, for verification purposes when in the field. Please describe your process, be sure to include whether or not your package can pre-load asset information and what prompts are available during the scanning process. Be sure to include which, if any, prompts can be turned off at our discretion. Also include all types of barcode symbologies that can be read with your software; 3 of 9 must be one of the symbologies that can be read. The city currently has eighteen (18) scanners; please include any conditions required for making these scanners talk to your package.	5
1.4a	Must upload completed inventory from scanners back to software, to correct fields, updating the database. The uploaded information must be placed in a separate transaction file that can be corrected, if necessary, before being moved to and ultimately updating the master files. Actual update must be queued by user, not by the system. Please describe your systems process and be sure to include any data retention possibilities for power loss on scanner.	5
1.4b	Must have duplication warnings/preventions available for asset # field when performing inventory. Warnings for other fields desirable. Please describe.	5
1.4c	Describe the systems ability to track changes made from a completed inventory. How does the system compare the uploaded file to the master files and then notify the user of changes? System must be capable of identifying errors, such as duplicate numbers, transfers from one area to another, etc.	5
1.5	Must have several location fields, including but not limited to room, floor, building/site. Please indicate your systems available fields; be sure to indicate any conditions.	5
1.5a	Standard fields must be included, such as asset #, secondary #, serial number, purchase order number, name, additional description, quantity, fund, organizational information, inventoried information, disposal information. List the fields available and the maximum limit of each field. Indicate whether the fields are alphanumeric and whether or not they are	5



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	changeable by administrators.	
1.6	Must have prompting sequence for scanners that can be defined by our needs. Describe your systems prompts and indicate any conditions. The city desires to be able to turn on or turn off prompts at will.	5
1.7	Data must be able to be edited individually or in mass edits.	5
1.8	Data must be able to be queried on any field.	5
1.8a	Database records should be accessible in complete form; in other words, the entire database should be viewable at all times, (i.e.: not in 'batches' of only 200 at a time). This must be applicable to data uploaded from a completed inventory as well.	4
1.8b	System must have a separate transaction table for uploaded (completed) inventories, to allow for corrections, etc. prior to updating the master database. Describe your systems process.	5
1.9	Database must have 'user definable fields' available. Minimum of 50, prefer unlimited. The city must have the ability to assign additional fields, other than system fields. List the fields your system has as standard and your ability to provide user defined fields.	5
1.10	Data must be able to be reported on any field, including the user definable fields and any transaction files. Can your system report on each field including any user-defined fields and discuss any limitations.	5
1.11	Report writer must be included. Must be able to create ad-hoc reports. Must be able to report on each field, including user-defined fields. Describe your standard report generation, distribution, and printing process, as well as ad-hoc reporting generation.	5
1.12	Help files must be available for each field, for each user, as well as written documentation. Discuss how your system accesses the help files. Include if web help is available. The city desires a 'user-friendly' system. Include any information on other report writers that can be used on your system, such as Crystal Reports.	5
1.13	Unlimited text capability for additional description. The city currently only has 9 lines of additional description for each asset, with a maximum of 315 characters. It is desired to have a minimum of 730 characters of description per asset, however unlimited is preferred. The city desires separate areas designated as "notes" or "comments", as well. Describe your systems ability to do this, include the limits for notes, comments, and additional description.	4
1.13a	Organizational information must be able to be broken down by at least three levels (department, division, section). Describe your systems organizational fields.	5
1.13b	Inventoried information must be able to track who performed the inventory, when it was performed (date) and any comments they need to make, as well as any changes made by the person performing the inventory; i.e.: changes to serial numbers. Discuss your systems tracking ability.	5
1.13c	Asset disposal information must have a minimum of date disposed, amount received, and buyer and/or lot information and must be linked to original asset record so that the entire record and history is available as one record. A comments section is desired to tie to the surplus information. Describe your systems surplus fields.	5
1.14	A tabling feature must be able to 'categorize' standard descriptions relating to the National Institute of Government Purchasing (NIGP) that will allow partial population of a record with 'standardized' information. The city desires to pre-populate new asset data entry with standardized descriptions, life expectancy, depreciation method, etc. We use the NIGP coding system citywide for the identification of purchases from the purchasing system all the way	5



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	through to the recording of a capital asset. Our current system utilizes a 5 digit numeric field (for instance 20453 is a personal computer). Describe your systems ability to duplicate this process and indicate whether or not you will be able to incorporate this same procedure in your package. Be specific and include any conditions.	
1.15	Multiple database capability must be available for maintaining several databases at once. Describe and include any conditions.	5
1.16	Users must be able to have individual access privileges that can be assigned only by the administrative users (for either inquiry or update permissions). Access must be able to be accomplished via the Intranet, Internet or on-line. Describe.	5
1.17	Any changes made by a user must be made available to other users as soon as the change is accepted. Any record being accessed by one user must be blocked from other users until such time as the first accessing user has completed their transaction and released the record for viewing or other changes. Describe your systems ability to do this.	5
1.17a	The city desires an online message to 'pop up' detailing information about an unavailable record and why. Describe.	3
1.18	Catalog imaging feature must be available for maintaining digital images of assets. Describe your systems access to an assets image.	5
1.19	All data from the systems we currently use must be importable to and exportable from this software. Must include all asset data, including but not limited to inventoried information as well as financial information. The two systems currently in use are Microsoft Access and the E-Series Fixed Asset mainframe system from GEAC. A file layout from GEAC is included in Attachment 1 – the successful bidder must be able to accept all highlighted lines. Describe your process for accomplishing this procedure; include how you will participate in the transfer of these records (if at all) and what format your system requires old data to be in. The city desires maximum help in the transfer of data to the new system.	5
1.20	A work order feature must be available to manage warehouse type inventories. Describe.	5
<b>2.0</b>	<b>Wide Area Network and Internet Administration</b>	
2.1	HTML code must be included for access to the software via the Intranet and Internet.	5
2.2	Update must be able to be performed manually, by modem, by scanner, or by Internet connection. How does your system allow updates?	5
2.3	Users must be able to access database information via their personal computer and browser. Describe your Web enabled environment. Must be compatible with both Internet Explorer and Netscape.	5
2.4	Multiple users required. The city currently has approximately 4000 employees, and an unknown number of outside user possibilities via the Internet. Describe.	5
<b>3.0</b>	<b>Accounting Administration</b>	
3.1	Financial information must include at least, but not be limited to, cost, vendor, purchase date, fund, depreciation, and purchase order. Describe your systems fields.	5
3.1a	Depreciation tables must be able to perform what-if scenarios, but remain constant with actual depreciation amounts, and be reportable on any scenario as well as actual data. Describe.	5
3.1b	When an asset is fully depreciated the system must have an indication of such. Describe whether your indication is automatic or manual.	5



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3.2	Financial information must be 100% GASB 34 compliant.	5
<b>4.0</b>	<b>Technical Specifications</b>	
4.1	Software must be fully Microsoft Windows Network compliant and capable of running on a server with NT 4.0 (service pack 6a) or 2000 professional.	5
4.1a	Software must run on PC's operating 98/NT4.0/ME/2000 professional.	5
4.2	Database architecture and capacity to interface with other database applications. Please describe your system capability to interface and how.	5
4.3	Describe how data is imported and exported (both from/to the scanners and from/to other applications). The city must be able to export/import data from/to the mainframe application. Indicate whether or not your company will assist in the raw data transfer from the mainframe.	5
4.4	Describe requirements for both update user and inquiry user. Include the recommended client desktop hardware configuration. Must run simultaneously with other applications.	5
4.5	Network support requirements: Ethernet LAN on 100 Base T and Microsoft TCP/IP. Describe your product's compatibility to these requirements.	5
<b>5.0</b>	<b>Support and Training</b>	
5.1	Documentation must be included. (Software manual(s).) Indicate how many you will provide and any conditions. The city has two (2) primary administrative level users.	5
5.2	Hands-on training must be included for multiple users. Be sure to include any new user training schedules, if available. Indicate what training is included with the system and any conditions associated with the training. Include on-site and off-site conditions as well as costs. Include the maximum number of people included in the training.	5
5.3	Technical support availability. Successful bidder must meet availability of at least M-F 8-5, central standard time. Describe all avenues you have of support (1-800, dial-in, on-site, etc.)	5
<b>6.0</b>	<b>Product and Licensing</b>	
6.1	Describe the standard package and all modules available.	5
6.2	Describe where your product is in its life cycle. Include when it was first released and how many current government entities utilize it.	5
6.3	Describe your product update methodology and frequency of releases. Include when the next update is scheduled to be released.	5
6.4	Describe any built-in, pre-loaded tables containing "industry" standard information.	5
<b>7.0</b>	<b>Vendor Qualifications</b>	
7.1	Please provide financial statements/annual reports as evidence of financial stability.	5
7.2	Longevity in the inventory/asset software business. Describe the qualifications and factors about your company.	5
7.3	Please state number of systems sold and number currently in use. Include systems where the operators are using the scanners to perform their inventory.	5
7.4	Names and phone numbers of at least five (5) references.	5
7.5	Are you willing to put your source code in escrow? Describe any conditions.	4



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7.6	The city may or may not desire to test prospective bidders via a demo. Do you have a demo; is it downloadable; will you come on-site for a demonstration; is the demo fully capable of performing every aspect of the system ?	5
7.7	Does your company offer optional equipment, such as PDT 3100 scanners? If so, what is your rate and do they come completely compatible with your software? What other optional equipment do you have, if any?	5

**Attachment A  
GEAC File Layout**



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ITEM / GROUP NAME	LVL	DISPL	TYPE	FLD SIZE	NMR DIG	DEC POS	DT CD	OCCS
FA-SHORT-ONLINE-ASSET-RECORD	00	0	A	1409				
FA-ONLINE-ASSET-KEY	01	0	A	18				
FA-LEVEL-1	02	0	A	3				
FA-LEVEL-2	02	3	A	3				
FA-ASSET-NUMBER	02	6	A	10				
FA-RECORD-TYPE	02	16	A	1				
FA-RECORD-NUMBER	02	17	A	1				
FA-SHORT-COMPANY-POLICY-DATA	01	18	A	57				
FA-LEVEL-2-NAME	02	18	A	30				
FA-FISCAL-CALENDAR-PERIOD	02	48	O	2	2	0		
FA-FISCAL-CALENDAR-YEAR	02	50	O	1	1	0		
FA-BOOKED-THRU-DATE-1	02	51	A	6				
FA-PERIODS-PER-YEAR-1	02	57	O	2	2	0		
FA-BOOKED-THRU-DATE-2	02	59	A	6				
FA-PERIODS-PER-YEAR-2	02	65	O	2	2	0		
FA-BOOKED-THRU-DATE-3	02	67	A	6				
FA-PERIODS-PER-YEAR-3	02	73	O	2	2	0		
FA-SHORT-LOCATIONAL-DATA	01	75	A	552				
FA-LEVELS-3-THRU-14	02	75	A	48				
FA-LEVEL-3-VALUE	03	75	A	5				
FA-LEVEL-4-VALUE	03	80	A	4				
FA-LEVEL-5-VALUE	03	84	A	4				
FA-LEVEL-6-VALUE	03	88	A	3				
FA-LEVEL-7-VALUE	03	91	A	3				
FA-LEVEL-8-VALUE	03	94	A	2				
FA-LEVEL-9-VALUE	03	96	A	2				
FA-LEVEL-10-VALUE	03	98	A	4				
FA-LEVEL-11-VALUE	03	102	A	4				
FA-LEVEL-12-VALUE	03	106	A	5				
FA-LEVEL-13-VALUE	03	111	A	5				
FA-LEVEL-14-VALUE	03	116	A	7				
FA-TAX-STATE	02	123	A	2				
FA-TAX-COUNTY	02	125	A	3				
FA-TAX-CITY	02	128	A	4				
FA-TAX-DISTRICT	02	132	A	1				
FA-VGC-ACCOUNT	02	133	A	6				
FA-VGC-CODE	03	133	A	1				
FA-VGC-NUMBER	03	134	A	5				
FA-GUIDELINE-CLASS	02	139	O	5	5	3		
FA-STANDARD-DESCRIPTION-CODE	02	144	A	5				
FA-ASSET-DESCRIPTION	02	149	A	35				
FA-PROD-OR-MANUFACTURER-NAME	02	184	A	16				
FA-MODEL-NAME	02	200	A	10				
FA-ACQ-INDICATOR	02	210	A	1				
FA-ACQ-DATE	02	211	A	6				
FA-NEW-USED-CODE	02	217	A	1				
FA-PERSONAL-REAL-CODE	02	218	A	1				
FA-TAX-CREDIT-CODE	02	219	A	1				
FA-ADR-INDICATOR	02	220	A	1				
FA-STATUS-INDICATOR	02	221	A	1				
FA-CONDITION-INDICATOR	02	222	A	1				
FA-ASSET-OWNERSHIP-INDICATOR	02	223	A	1				
FA-ENERGY-REHAB-CODE	02	224	A	1				



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FA-CREDIT-INDICATOR	02	225	A	1			
FILLER	02	226	A	11			
FA-QUANTITY	02	237	N	10	10	0	
FILLER	02	247	A	179			
FA-TAX-CREDIT-INFORMATION	02	426	A	30			
FA-ESOP-AMOUNT	03	426	N	10	10	2	
FA-TAX-CREDIT-AMOUNT	03	436	N	10	10	2	
FA-ENERGY-REHAB-AMOUNT	03	446	N	10	10	2	
FILLER	02	456	A	86			
FA-TAX-CLASS	02	542	A	2			
FILLER	02	544	A	1			
FA-TEFRA-CODE	02	545	A	1			
FA-TAX-CODE-INFORMATION	02	546	A	3			
FA-TAX-CODE-1	03	546	A	1			
FA-TAX-CODE-2	03	547	A	1			
FA-TAX-CODE-3	03	548	A	1			
FILLER	02	549	A	24			
FA-SERIAL-NUMBER	02	573	A	18			
FILLER	02	591	A	36			
FA-ASSET-CATEGORY-TABLE-NBR	01	627	A	7			
FA-ASSET-GL-TABLE-NUMBER	01	634	A	7			
FA-ASSET-GL-PROJECT-ID	01	641	A	12			
FA-ASSET-GL-ACCOUNT-ID	01	653	A	18			
FA-ASSET-GL-CENTER-ID	01	671	A	12			
FA-BOOKS-1-THRU-3	01	683	A	411			
FA-BOOK-1-INFORMATION	02	683	A	137			
FA-BOOK-TYPE-1	03	683	A	1			
FA-DEPR-METHOD-1	03	684	A	3			
FA-SWITCH-DEPR-INDICATOR-1	03	687	A	1			
FA-PRORATE-CODE-1	03	688	A	1			
FA-DEPR-OVERRIDE-INDICATOR-1	03	689	A	1			
FA-CURRENT-YEAR-ADD-PERIOD-1	03	690	A	2			
FA-DEPR-MTHD-SWITCH-DATE-1	03	692	A	6			
FA-OLD-DEPR-METHOD-1	03	698	A	3			
FA-ESTIMATED-LIFE-1	03	701	A	4			
FA-REMAINING-LIFE-1	03	705	A	4			
FA-FULLY-DEPRECIATED-DATE-1	03	709	A	6			
FA-DEPR-BEGIN-DATE-1	03	715	A	6			
FA-RETIREMENT-PROCEEDS-1	03	721	N	10	10	2	
FA-COST-1	03	731	N	10	10	2	
FA-SALVAGE-AMOUNT-1	03	741	N	9	9	2	
FA-ANNUAL-DEPR-AMOUNT-1	03	750	N	10	10	2	
FA-PERIOD-DEPR-AMOUNT-1	03	760	N	10	10	2	
FA-LTD-DEPR-AMOUNT-1	03	770	N	10	10	2	
FA-YTD-DEPR-AMOUNT-1	03	780	N	10	10	2	
FA-PREV-LOC-YTD-DEPR-AMT-1	03	790	N	10	10	2	
FA-YTD-UNITS-PRODUCED-1	03	800	N	10	10	0	
FA-LTD-UNITS-PRODUCED-1	03	810	N	10	10	0	
FA-BOOK-2-INFORMATION	02	820	A	137			
FA-BOOK-TYPE-2	03	820	A	1			
FA-DEPR-METHOD-2	03	821	A	3			
FA-SWITCH-DEPR-INDICATOR-2	03	824	A	1			
FA-PRORATE-CODE-2	03	825	A	1			
FA-DEPR-OVERRIDE-INDICATOR-2	03	826	A	1			
FA-CURRENT-YEAR-ADD-PERIOD-2	03	827	A	2			



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FA-DEPR-MTHD-SWITCH-DATE-2	03	829	A	6				
FA-OLD-DEPR-METHOD-2	03	835	A	3				
FA-ESTIMATED-LIFE-2	03	838	A	4				
FA-REMAINING-LIFE-2	03	842	A	4				
FA-FULLY-DEPRECIATED-DATE-2	03	846	A	6				
FA-DEPR-BEGIN-DATE-2	03	852	A	6				
FA-RETIREMENT-PROCEEDS-2	03	858	N	10	10	2		
FA-COST-2	03	868	N	10	10	2		
FA-SALVAGE-AMOUNT-2	03	878	N	9	9	2		
FA-ANNUAL-DEPR-AMOUNT-2	03	887	N	10	10	2		
FA-PERIOD-DEPR-AMOUNT-2	03	897	N	10	10	2		
FA-LTD-DEPR-AMOUNT-2	03	907	N	10	10	2		
FA-YTD-DEPR-AMOUNT-2	03	917	N	10	10	2		
FA-PREV-LOC-YTD-DEPR-AMT-2	03	927	N	10	10	2		
FA-YTD-UNITS-PRODUCED-2	03	937	N	10	10	0		
FA-LTD-UNITS-PRODUCED-2	03	947	N	10	10	0		
FA-BOOK-3-INFORMATION	02	957	A	137				
FA-BOOK-TYPE-3	03	957	A	1				
FA-DEPR-METHOD-3	03	958	A	3				
FA-SWITCH-DEPR-INDICATOR-3	03	961	A	1				
FA-PRORATE-CODE-3	03	962	A	1				
FA-DEPR-OVERRIDE-INDICATOR-3	03	963	A	1				
FA-CURRENT-YEAR-ADD-PERIOD-3	03	964	A	2				
FA-DEPR-MTHD-SWITCH-DATE-3	03	966	A	6				
FA-OLD-DEPR-METHOD-3	03	972	A	3				
FA-ESTIMATED-LIFE-3	03	975	A	4				
FA-REMAINING-LIFE-3	03	979	A	4				
FA-FULLY-DEPRECIATED-DATE-3	03	983	A	6				
FA-DEPR-BEGIN-DATE-3	03	989	A	6				
FA-RETIREMENT-PROCEEDS-3	03	995	N	10	10	2		
<b>FA-COST-3</b>	<b>03</b>	<b>1005</b>	<b>N</b>	<b>10</b>	<b>10</b>	<b>2</b>		
FA-SALVAGE-AMOUNT-3	03	1015	N	9	9	2		
FA-ANNUAL-DEPR-AMOUNT-3	03	1024	N	10	10	2		
FA-PERIOD-DEPR-AMOUNT-3	03	1034	N	10	10	2		
FA-LTD-DEPR-AMOUNT-3	03	1044	N	10	10	2		
FA-YTD-DEPR-AMOUNT-3	03	1054	N	10	10	2		
FA-PREV-LOC-YTD-DEPR-AMT-3	03	1064	N	10	10	2		
FA-YTD-UNITS-PRODUCED-3	03	1074	N	10	10	0		
FA-LTD-UNITS-PRODUCED-3	03	1084	N	10	10	0		
FA-ADDITIONAL-DESC-DATA	01	1094	A	315				
<b>FA-ADDITIONAL-DESCRIPTION-1</b>	<b>02</b>	<b>1094</b>	<b>A</b>	<b>35</b>				
<b>FA-ADDITIONAL-DESCRIPTION-2</b>	<b>02</b>	<b>1129</b>	<b>A</b>	<b>35</b>				
<b>FA-ADDITIONAL-DESCRIPTION-3</b>	<b>02</b>	<b>1164</b>	<b>A</b>	<b>35</b>				
<b>FA-ADDITIONAL-DESCRIPTION-4</b>	<b>02</b>	<b>1199</b>	<b>A</b>	<b>35</b>				
<b>FA-ADDITIONAL-DESCRIPTION-5</b>	<b>02</b>	<b>1234</b>	<b>A</b>	<b>35</b>				
<b>FA-ADDITIONAL-DESCRIPTION-6</b>	<b>02</b>	<b>1269</b>	<b>A</b>	<b>35</b>				
<b>FA-ADDITIONAL-DESCRIPTION-7</b>	<b>02</b>	<b>1304</b>	<b>A</b>	<b>35</b>				
<b>FA-ADDITIONAL-DESCRIPTION-8</b>	<b>02</b>	<b>1339</b>	<b>A</b>	<b>35</b>				
<b>FA-ADDITIONAL-DESCRIPTION-9</b>	<b>02</b>	<b>1374</b>	<b>A</b>	<b>35</b>				